

MINNESOTA DISTRICT COURT			
3 <sup>rd</sup> JUDICIAL DISTRICT			
OFFICIAL COURT REPORTER			
Appointing Authority: The Honorable Mary C. Leahy			
<b><u>OFFICE &amp; LOCATION</u></b> 3 <sup>rd</sup> Judicial District Winona County Courthouse Winona, MN	<b><u>CLASS</u></b> Official Stenographic or Electronic Court Reporter Union-Teamsters	<b><u>HOURS OF WORK</u></b> Full-time 40 hrs/wk M-F 8-4:30	<b><u>TYPE OF RECRUITMENT</u></b> Internal and External

**DESCRIPTION:** Judge Mary Leahy, who is chambered in the Winona County Courthouse in Winona, Minnesota, is seeking an **Official Stenographic or Electronic Court Reporter**. This position is responsible for the verbatim recording and transcription of testimony of judicial proceedings, hearings, and conferences in compliance with all applicable statutes and court rules or as directed by the appointing authority.

#### **RESPONSIBILITIES:**

The responsibilities include, but are not limited to:

- Capture verbatim record of court proceedings.
- Read back testimony upon request.
- Prepare transcripts and court orders.
- Maintain accurate and complete files and records.
- Maintain awareness of Rules, Statutes, and policy changes/additions/deletions.
- Serve as confidential assistant and secretary to the appointing authority and judicial officers.
- Some travel may be required.

#### **MINIMUM QUALIFICATIONS:**

##### **Stenographic:**

- A high school diploma or the equivalent.
- Graduate of a court reporting school approved by the National Court Reporter Association (NCRA), and the Minnesota Supreme Court, and,
- A Registered Professional Reporter (RPR) designation from the NCRA or compliance with the Minnesota Supreme Court Order 81-876.

##### **Electronic:**

- A high school diploma or the equivalent, supplemented by course work in secretarial sciences or paralegal training and experience in a law or court office.
- Ability to successfully complete the Electronic Court Reporter certification exam as administered by the Minnesota State Supreme Court.

**SALARY RANGE:** \$19.13 - \$30.28 hourly. State of Minnesota benefits package included.

**APPLICATION DEADLINE:** Open Until Filled

**TO APPLY:** Application can be downloaded from [www.mncourts.gov](http://www.mncourts.gov) or obtain by calling 507-529-6139. Please submit completed application, resume, cover letter to:

**Human Resources Coordinator  
Third Judicial District  
1210 ½ NW 7<sup>th</sup> Street, Suite 220  
Rochester, MN 55901**